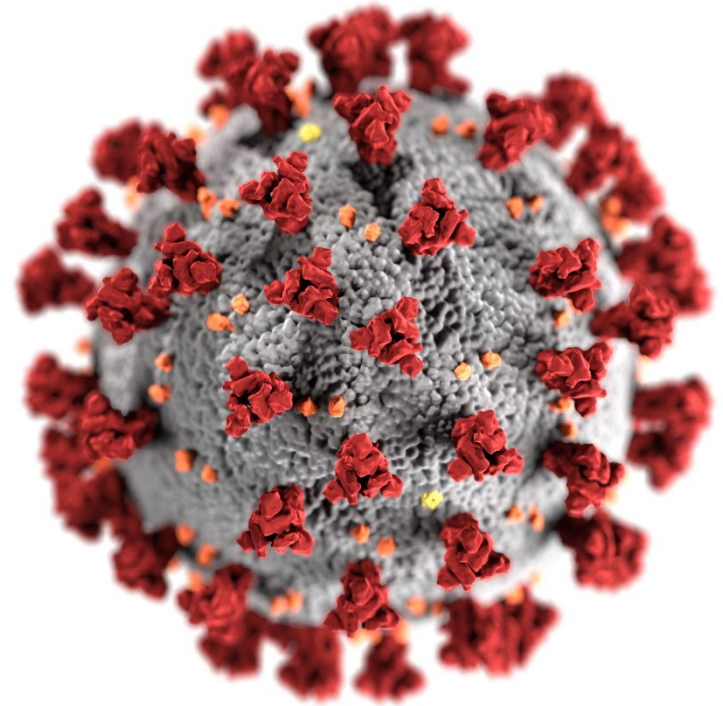


NHSN Event-Level COVID-19 Vaccination Forms

Division of Healthcare Quality Promotion
Centers for Disease Control and Prevention (CDC)
March 2022



cdc.gov/coronavirus

CMS Reporting Requirements for Long-term care facilities

- **Reminder: Long-term care facilities can contact CMS with questions about reporting requirements:**
 - Long-term care facilities: DNH_TriageTeam@cms.hhs.gov



Key Points

- The Event-Level COVID-19 Vaccination Forms are **OPTIONAL** tools that can be used to report data to the main weekly HCP and Resident vaccination modules
 - These are new and improved versions of the Excel Data Tracking Worksheets that are currently posted on the NHSN website
 - Therefore, the Excel Data Tracking Worksheets will be retired in May 2022
 - The optional Event Level COVID-19 Vaccination Forms are available in the NHSN application (will discuss in this presentation)
 - SAMS Level 3 access required (to request please contact NHSN@cdc.gov and place in the subject line: SAMS Level 3 Access)
 - Not a new requirement
 - Data are entered line by line in the optional Event Level COVID-19 Vaccination Forms similar to the Excel Data Tracking Worksheet
 - You must select the “View Reporting Summary & Submit” button



Objectives

- **Review Event-Level COVID-19 Vaccination Form:**
 - Entering Resident data into new event-level vaccination form
 - .CSV Upload into new event-level form
 - Example scenarios
 - Commonly asked questions

Note: These slides are posted to the NHSN COVID-19 Vaccination website



Background of COVID-19 Weekly Reporting

- To track individuals' vaccination information, we currently provide Excel spreadsheets (named Excel Data Tracking Worksheets)
 - **An enhanced version of this worksheet has now been built into NHSN – the Event-Level Vaccination Forms**



Major Advantages of Using the NHSN Event-Level Vaccination Forms



- Simplifies reporting of summary data
- Allows facilities to document vaccination information at the person-level
- The NHSN application automatically calculates and displays the weekly totals
 - Users who elect to use the Event-Level Vaccination forms will no longer need to manually calculate and enter totals in the summary forms!
 - Users simply update the person-level data and use the reporting summary to review the totals and submit their weekly data
- Captures changes in individuals' vaccination status over time
- Allows users to record religious exemptions



Overview of Event-Level COVID-19 Vaccination Form



Long Term Care Facility Home Page

- Select the “COVID-19” tab on left-hand navigation tool bar

The image shows a screenshot of the NHSN navigation menu. The 'COVID-19' tab is highlighted in blue. A callout box points to the 'Long Term Care Dashboard' and 'Action Items' sections. Another callout box points to the 'Event-Level COVID-19 Vaccination Form - Residents' option, which is highlighted in yellow. Two blue arrows point to this option from the right side of the screen.

NHSN Home	
Alerts	
Dashboard	▶
Reporting Plan	▶
Resident	▶
Summary Data	▶
COVID-19	▶
Vaccination Summary	
Import/Export	
Surveys	▶
Analysis	▶
Users	▶
Facility	▶
Group	▶
...	▶

Long Term Care Dashboard

Action Items

- Dashboard
- Pathway Data Reporting
- POC Test Result Reporting
- COVID-19 Event
- COVID-19 Vaccination - HCW
- COVID-19 Vaccination - Residents
- Event-Level COVID-19 Vaccination Form - HCW
- Event-Level COVID-19 Vaccination Form - Residents**



Entering Data

- Select “Add Row” to begin entering Individuals’ COVID-19 Vaccination data
 1. Enter the required fields and vaccination status for each individual
 2. Click outside of the cell last edited before saving or submitting
 3. Click save row

NHSN Home

- Alerts
- Dashboard ▶
- Reporting Plan ▶
- Resident ▶
- Summary Data ▶
- COVID-19 ▶
- Vaccination Summary
- Import/Export
- Surveys ▶
- Analysis ▶

Event-Level COVID-19 Vaccination Form - Residents

1 + Add Row... View Reporting Summary & Submit... Upload CSV... Export CSV... Export SQL...

Resident identifier *	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name *	Dose 1 vaccination date **	Dose 2 vaccination date **

2

3 Save Row Cancel

Required fields marked with * Conditionally required fields marked with **

Resident identifier *	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name *	Dose 1 vaccination date **
-----------------------	-----------------------	-------------------------	-----------------------	----------------------	----------------------------



Entering Data Cont.

Data for example only

- Continue adding individuals using the + **Add Row** button
- Once a row has been entered, it will be green
- Note: **GREEN ROW** = modified data that have not yet been submitted to the weekly summary form for all applicable weeks

Event-Level COVID-19 Vaccination Form - Residents

+ Add Row... View Reporting Summary & Submit... Upload CSV... Export CSV... Export SQL...

Required fields marked with * Conditionally required fields marked with **

	Resident Identifier *	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name *	Dose 1 vaccination date **
+ 1		07/01/2018		B	Alpha	12/28/2020
+ 2		07/01/2018		C	Bravo	01/22/2021
+ 3		08/25/2018		D	Charlie	02/28/2021
+ 4		08/26/2018		E	Delta	03/18/2021
+ 5		09/02/2019		F	Echo	04/02/2021
+ 6		09/05/2019		G	Foxtrot	04/02/2021

< >

View 1 - 6 of 6



Reporting Summary & Submitting Data

- After all individuals' data have been entered into the form, click "View Reporting Summary & Submit..."



Event-Level COVID-19 Vaccination Form - Residents

Add Row...

View Reporting Summary & Submit...

Upload CSV...

Export CSV...

Export SQL...

Required fields marked with * Conditionally required fields marked with **

	Resident identifier *	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name *	Dose 1 vaccination date **
+	1	07/01/2018	B	Alpha		12/28/2020
+	2	07/01/2018	C	Bravo		01/22/2021
+	3	08/25/2018	D	Charlie		02/28/2021
+	4	08/26/2018	E	Delta		03/18/2021
+	5	09/02/2019	F	Echo		04/02/2021
+	6	09/05/2019	G	Foxtrot		04/02/2021

View Reporting Summary & Submit

- Select the week you want to submit data for
- Review the totals for that week to make sure they are correct

View Reporting Summary & Submit...

COVID-19 Vaccination Cumulative Summary for Long-Term Care Facility Residents	
TRACKING WORKSHEET	
Facility ID#:	11083
Vaccination type:	COVID19
Week of data collection first day (Monday):	3/7/2022 (Changed since submitted using the Tracking Worksheet)
Week of data collection last day (Sunday):	1/10/2022 (Changed since submitted using the Tracking Worksheet)
	1/17/2022 (Changed since submitted using the Tracking Worksheet)
	1/24/2022 (Changed since submitted using the Tracking Worksheet)
	1/31/2022 (Changed since submitted using the Tracking Worksheet)
	2/7/2022 (Changed since submitted using the Tracking Worksheet)
1. *Number of residents staying in Q1	2/14/2022 (Changed since submitted using the Tracking Worksheet)
2. *Cumulative number of residents in Q1	2/21/2022 (Changed since submitted using the Tracking Worksheet)
2.1. Only dose 1 of Pfizer-BioNTech COVID-19 vaccine	2/28/2022 (Changed since submitted using the Tracking Worksheet)
2.2. Dose 2 of Pfizer-BioNTech COVID-19 vaccine	3/7/2022 (Changed since submitted using the Tracking Worksheet)
2.3. Dose 1 of Moderna COVID-19 vaccine	3/14/2022 (Changed since submitted using the Tracking Worksheet)
2.3.1. Additional dose 2 of Moderna COVID-19 vaccine	3/21/2022 (Changed since submitted using the Tracking Worksheet)
2.4. Dose 1 of Janssen COVID-19 vaccine	
2.4.1. Additional dose of Janssen COVID-19 vaccine	
2.4.2. Additional dose of Janssen COVID-19 vaccine	
2.4.3. Additional dose of Janssen COVID-19 vaccine	
2.4.4. Additional dose of unspecified manufacturer	
2.4.5. Additional dose of unspecified manufacturer	
2.4.6. Additional dose of unspecified manufacturer	
2.4.7. Additional dose of unspecified manufacturer	
2.4.8. Additional dose of unspecified manufacturer	
2.4.9. Complete COVID-19 vaccination series: Unspecified Manufacturer	
2.4.10. Any completed primary COVID-19 vaccine series	
3. Cumulative number of residents in Question #1 with other conditions:	
3.1. *Medical contraindication or exclusion to COVID-19 vaccine	
3.2. *Offered but declined COVID-19 vaccine	
3.3. *Unknown COVID-19 vaccination status	
4. *Cumulative number of residents in Question #2 who have received an additional dose or booster of COVID-19 vaccine at this facility or elsewhere since 07/19/2021	
4.1. * Additional dose of Pfizer-BioNTech COVID-19 vaccine	
4.2. * Additional dose of Moderna COVID-19 vaccine	
4.3. * Additional dose of Janssen COVID-19 vaccine	
4.4. Additional dose of unspecified manufacturer	
4.5. Additional dose of unspecified manufacturer	
4.6. Additional dose of unspecified manufacturer	
4.7. Additional dose of unspecified manufacturer	
4.8. Additional dose of unspecified manufacturer	
4.9. Additional dose of unspecified manufacturer	
4.10. Any Additional dose or booster of COVID-19 vaccine series	
COVID-19 Vaccine(s) Supply	
5. *For the current reporting week, please describe the availability of COVID-19 vaccine(s) for your facility's residents:	
5.1 Is your facility enrolled as a COVID-19 vaccination provider?	<input type="text"/>
5.2. Did your facility have a sufficient supply of COVID-19 vaccine(s) to offer all residents the opportunity to receive COVID-19 vaccine(s) from your facility in the current reporting week?	<input type="text"/>
5.3. Did your facility have other arrangements sufficient to offer all residents the opportunity to receive COVID-19 vaccine(s) in the current reporting week (examples of other arrangements include referring to the health department or pharmacies for vaccination)?	<input type="text"/>
5.4. Please describe any other COVID-19 vaccination supply-related issue(s) at your facility.	<input type="text"/>

Review Totals Here

	* All Patients (Total)
	13
here:	3
	2
	0
	3
	0
	1
	6
	3
	1
	0
	4
	1
	0
	0
	5

Save and Submit Data Done



Selecting the week you want to submit to the Weekly COVID-19 Vaccination Modules

Data for example only

Before submitting data for each week
from 1/10/2022 – 3/14/2022

1/10/2022 (Changed since submitted using the Tracking Worksheet)
1/17/2022 (Changed since submitted using the Tracking Worksheet)
1/24/2022 (Changed since submitted using the Tracking Worksheet)
1/31/2022 (Changed since submitted using the Tracking Worksheet)
2/7/2022 (Changed since submitted using the Tracking Worksheet)
2/14/2022 (Changed since submitted using the Tracking Worksheet)
2/21/2022 (Changed since submitted using the Tracking Worksheet)
2/28/2022 (Changed since submitted using the Tracking Worksheet)
3/7/2022 (Never submitted using the Tracking Worksheet)
3/14/2022 (Never submitted using the Tracking Worksheet)

After submitting data for each week
from 1/10/2022 – 3/14/2022

1/10/2022
1/17/2022
1/24/2022
1/31/2022
2/7/2022
2/14/2022
2/21/2022
2/28/2022
3/7/2022
3/14/2022

- Changed since submitted using the Tracking Worksheet = data for that week were added or modified since the last time you submitted using the tracking worksheet, and you should re-submit the data for that week
- Never submitted using the Tracking Worksheet = your facility has never submitted data using the tracking working, so you should submit data for that week
- No text = no changes since last submission, so there is nothing to submit for that week



Save and Submit Data

- Once you have reviewed the totals and confirmed that they are correct
- Select “Save and Submit Data” at the bottom of the screen to submit to the weekly summary form

View Reporting Summary & Submit...

COVID-19 Vaccination Cumulative Summary for Long-Term Care Facility Residents
TRACKING WORKSHEET

Facility ID#:	11063
Vaccination type:	COVID-19
Week of data collection first day (Monday):	3/7/2022
Week of data collection last day (Sunday):	03/13/2022

Cumulative Vaccination Coverage

	* All Patients (Total)
1. *Number of residents staying in this facility for at least 1 day during the week of data collection	13
2. *Cumulative number of residents in Question #1 who have received COVID-19 vaccine(s) at this facility or elsewhere:	
2.1. Only dose 1 of Pfizer-BioNTech COVID-19 vaccine	3
2.2. Dose 1 and dose 2 of Pfizer-BioNTech COVID-19 vaccine	2
2.3. Only dose 1 of Moderna COVID-19 vaccine	0
2.4. Dose 1 and dose 2 of Moderna COVID-19 vaccine	3
2.5. One dose of Janssen COVID-19 vaccine	0
2.99. Complete COVID-19 vaccination series: Unspecified Manufacturer	1
* Any completed primary COVID-19 vaccine series	6
3. Cumulative number of residents in Question #1 with other conditions:	
3.1. *Medical contraindication or exclusion to COVID-19 vaccine	3
3.2. *Offered but declined COVID-19 vaccine	1
3.3. *Unknown COVID-19 vaccination status	0
4. *Cumulative number of residents in Question #2 who have received an additional dose of COVID-19 vaccine since 07/19/2021:	
4.1. * Additional dose of Pfizer-BioNTech COVID-19 vaccine	4
4.2. * Additional dose of Moderna COVID-19 vaccine	1
4.3. * Additional dose of Janssen COVID-19 vaccine	0
4.4. Additional dose of unspecified manufacturer	0
* Any Additional dose or booster of COVID-19 vaccine series	5
COVID-19 Vaccine(s) Supply	
5. *For the current reporting week, please describe the availability of COVID-19 vaccine(s) for your facility's residents:	
5.1. Is your facility enrolled as a COVID-19 vaccination provider?	<input type="checkbox"/>
5.2. Did your facility have a sufficient supply of COVID-19 vaccine(s) to offer all residents the opportunity to receive COVID-19 vaccine(s) from your facility in the current reporting week?	<input type="checkbox"/>
5.3. Did your facility have other arrangements sufficient to offer all residents the opportunity to receive COVID-19 vaccine(s) in the current reporting week (examples of other arrangements include referring to the health department or pharmacies for vaccination)?	<input type="checkbox"/>
5.4. Please describe any other COVID-19 vaccination supply-related issue(s) at your facility:	<input type="text"/>

Alert
Successfully saved.



Checking Saved Data

- Always check the calendar view to confirm that the weekly data have saved!
- The record will turn green in the calendar view, indicating that the data have been successfully saved for the reporting week

The screenshot displays the NHSN Vaccination Summary Data interface. On the left is a navigation menu with the following items: NHSN Home, Alerts, Dashboard, Reporting Plan, Resident, Summary Data, COVID-19, Vaccination Summary (highlighted with an orange box), Import/Export, Surveys, Analysis, Users, and Facility. The main content area is titled "Vaccination Summary Data" and includes a globe icon. Below the title is a instruction: "Click a cell to begin entering data for the week which counts are reported." followed by a note: "Reporting of medical events or health problems that occur after vaccination (possible side effects) is encouraged, even if you are not sure they are the result of vaccination, at <https://vaers.hhs.gov/reportevent.html>." Below this is a date range selector showing "28 February 2022 - 10 April 2022" and a legend for "Record Complete" (dark green) and "Record Incomplete" (light green). The "Weekly Vaccination Calendar" section shows a table for the period "03/07/2022 (Monday) - 03/13/2022 (Sunday)". The table has two rows: "COVID-19: HCW" and "COVID-19: Residents". The "COVID-19: Residents" row is highlighted in dark green, indicating that the data for this record has been successfully saved. A yellow arrow points to this row.

Required Fields

- Resident/HCW Identifier (unique identifier for the individual, assigned by your facility)
- Admission/start date
- First name
- Last name
- At least ONE status
 - This means each person must be classified into at least one of the main categories, such as partial or complete primary series vaccination, contraindication, declined, unknown vaccination status



Uploading My Current Excel Data Tracking Worksheet to the NHSN Event-Level Vaccination Form

Note: This only applies to users who have been using the Excel worksheet



Switching from the Excel data tracking worksheets to the NHSN Event-Level Vaccination Forms

- To make the switch from using Excel to the NHSN Event-Level Vaccination Forms, you can perform a one-time upload of your data from Excel
- It is important that you only upload the Excel worksheet once because there are key differences between the Excel worksheet and the NHSN Event-Level Vaccination Forms
 - Uploading more than once could lead to inaccurate data over time



Preparing the Excel Data Tracking Worksheet

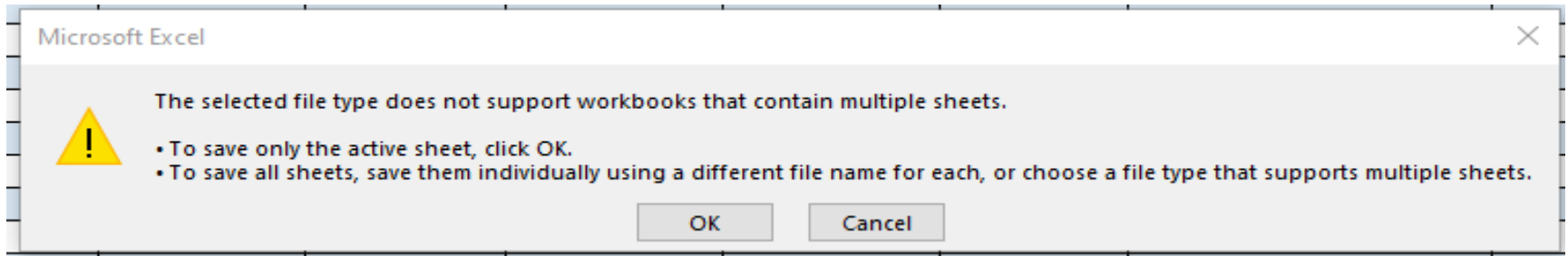
- Make sure you are on the tab called “TrackingWorksheet”
- Ensure your data in Excel are up to date
- Select the most recent week with updated data from the reporting week drop down

Weekly COVID-19 Vaccination Cumulative Summary for Residents of Long-Term Care Facilities TRACKING WORKSHEET					*Facility ID#:	1111	Enter your Facility ID Here					
					Vaccination type:	COVID_19						
					*First day of Reporting Week (Monday):	3/7/2022	Select the Monday of the start of the week you are reporting					
					Last day of the reporting week (Sunday):	3/13/2022	Last day of the reporting week automatically populated					
*Resident Admit Date	Resident Discharge Date	Resident Last Name (Enter name)	Resident First Name (Enter name)	Unique Patient Identifier	*Vaccinated with Dose 1 (Enter date of vaccination 1)	*Dose 1 Vaccine Manufacturer Name (choose from drop-down)	*Vaccinated with Dose 2 (Enter date of vaccination 2)	*Dose 2 Vaccine Manufacturer Name (choose from drop-down)	Is Vaccination Series Complete? (Please Enter YES/NO for Red Cells)	*Contraindication or Exclusion Noted (Enter date of Contra-Indication)	*Declined COVID Vaccine (Enter date of Declination)	Addit Dose Date:
7/1/2019		Test 1	Patient	1	12/28/2020	Moderna	1/16/2021	Moderna	YES			
8/12/2019		Test 2	Patient	2	1/15/2021	Janssen						
12/20/2020		Test 3	Patient	3	1/15/2021	Pfizer_BioNTech	2/12/2021	Pfizer_BioNTech				



Saving the Excel Data Tracking Worksheet as a CSV file

- Click File
- Click “Save as” or “Save a Copy”
- Select the file type of “CSV UTF-8 (Comma delimited) or CSV (Comma delimited)”
- Click “Save”
- The box below will appear. Click OK



.CSV File Upload

- First, you will click 'Upload CSV'
- Second, you will click 'Browse' to locate the saved file.
- Third, once the selected file is visible in the Browse box, you will then click the 'Upload CSV' button

Event-Level COVID-19 Vaccination Form - Residents

1

2

3

Resident Identifier *	Resident Adm Date *
+ 1234	01/05/2022
+ 2345	04/17/2021
+ 2345	03/21/2022
+ 3456	03/02/2022
+ 4567	01/07/2022
+ 5678	01/07/2022
+ 6789	01/05/2022

Upload CSV file

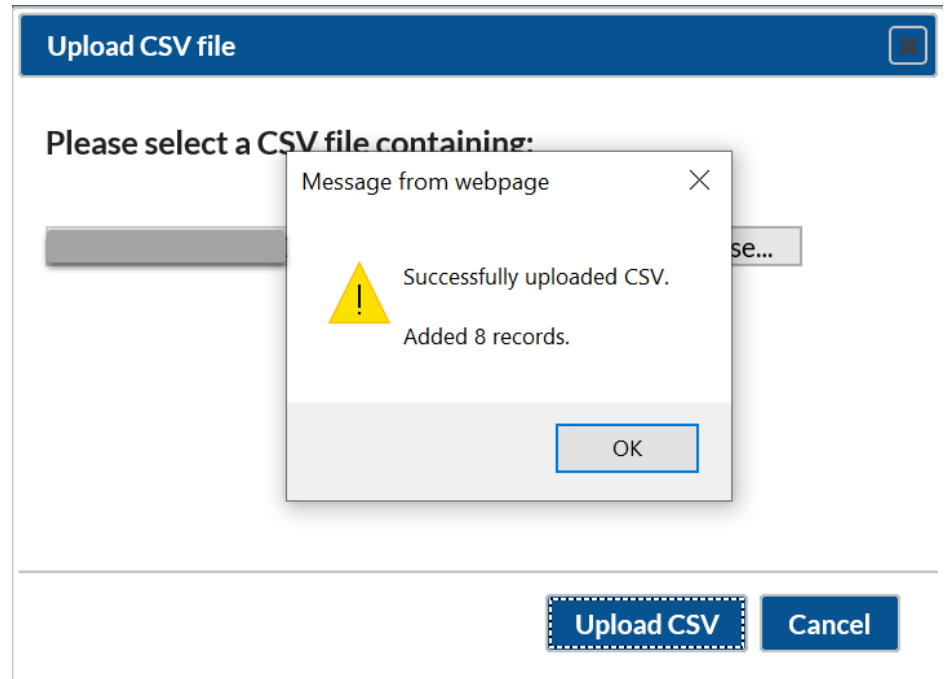
Please select a CSV file containing:

Browse...

Upload CSV Cancel

.CSV File Upload (cont.)

- A message will appear indicating that your .CSV file has been successfully uploaded
- Click “OK” to continue
- Click view reporting summary & submit
- Submit for all weeks of interest



.CSV File Upload (cont.)

- The record will turn green indicating that the data has been successfully saved for the reporting week

The screenshot displays the NHSN Vaccination Summary Data interface. On the left is a navigation menu with 'Vaccination Summary' highlighted. The main content area shows a 'Weekly Vaccination Calendar' for the period of 28 February 2022 to 10 April 2022. A legend indicates that green bars represent 'Record Complete' and yellow bars represent 'Record Incomplete'. The calendar shows a week starting on 03/07/2022 (Monday) and ending on 03/13/2022 (Sunday). Two records are listed: 'COVID-19: HCW' and 'COVID-19: Residents', both with green bars indicating they are complete. A yellow arrow points to the 'COVID-19: Residents' record.

NHSN Home

- Alerts
- Dashboard ▶
- Reporting Plan ▶
- Resident ▶
- Summary Data ▶
- COVID-19 ▶
- Vaccination Summary**
- Import/Export
- Surveys ▶
- Analysis ▶
- Users ▶
- Facility ▶

Vaccination Summary Data

Click a cell to begin entering data for the week which counts are reported.
Reporting of medical events or health problems that occur after vaccination (possible side effects) is encouraged, even if you are not sure they are the result of vaccination, at <https://vaers.hhs.gov/reportevent.html>.

◀ [Calendar Icon] ▶ 28 February 2022 - 10 April 2022

Record Complete Record Incomplete

Weekly Vaccination Calendar

03/07/2022 (Monday) - 03/13/2022 (Sunday)

- COVID-19: HCW
- COVID-19: Residents

Export .CSV (Optional)

Note: All data can be maintained within the NHSN Event-Level COVID-19 Vaccination Form without any exporting and importing needed.



If you want to export your data to a .CSV file:

- Click Export .CSV file

Event-Level COVID-19 Vaccination Form - Residents

Add Row... View Reporting Summary & Submit... Upload CSV... **Export CSV...** Export SQL...

Required fields marked with * Conditionally required fields marked with **

	Resident identifier *	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name *	Dose 1 vaccination date **
+	1234	01/05/2022		Patient	One	01/12/2022
+	2345	04/17/2021	02/01/2022	Man	Iron	04/15/2020
+	2345	03/21/2022		Man	Iron	04/15/2020
+	3456	03/02/2022		Mouse	Jefferson	04/15/2020
+	4567	01/07/2022		Showers	April	01/12/2022
+	5678	01/07/2022		Flowers	May	01/12/2022
+	6789	01/05/2022		Sparkler	July	01/12/2022

Export .CSV

- Select 'Open' to view .CSV file or 'Save as' to save the file

The screenshot shows a web application interface for 'Event-Level COVID-19 Vaccination Form - Residents'. The interface includes a navigation bar with buttons for 'Add Row...', 'View Reporting Summary & Submit...', 'Upload CSV...', 'Export CSV...', and 'Export SQL...'. Below the navigation bar, there are two data tables. The left table has columns for 'Resident identifier *' and 'Residence Date', with rows containing identifiers like 1234, 2345, 2345, 3456, 4567, 5678, and 6789. The right table has columns for 'Resident Last Name *' and 'Dose 1 vaccination date **', with rows containing names like One, Iron, Iron, Jefferson, April, May, and July. A dialog box titled 'Internet Explorer' is open in the center, asking 'What do you want to do with covid19.csv?'. The dialog box provides file details: 'Size: 1.44 KB', 'Type: Microsoft Excel', and 'From:'. It offers three options: 'Open' (with a note 'The file won't be saved automatically.'), 'Save', and 'Save as'. A 'Cancel' button is at the bottom of the dialog.

Resident identifier *	Residence Date
+ 1234	01/05/2022
+ 2345	04/17/2020
+ 2345	03/21/2020
+ 3456	03/02/2020
+ 4567	01/07/2020
+ 5678	01/07/2020
+ 6789	01/05/2020

Resident Last Name *	Dose 1 vaccination date **
One	01/12/2022
Iron	04/15/2020
Iron	04/15/2020
Jefferson	04/15/2020
April	01/12/2022
May	01/12/2022
July	01/12/2022

Export .CSV File

- Save the exported .CSV file
- Data does not need to be exported because your records will be maintained in NHSN
- The exported .CSV file may be saved and used to upload your data into NHSN although it is **NOT** recommended

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	orgid	resid	resadmitdate	resdischd	resgname	ressurnam	dose1date	dose1mfg	dose2date	dose2mfg	seriescom	meddate	decdate	decreason	unkvaccst	addtldose	addtldose	dose1nc
2			1/7/2022				1/12/2022	JANSSEN			Y							
3			1/7/2022				1/12/2022	UNSPECIFIED			N	1/12/2022						
4			1/5/2022				1/12/2022	MODERNA			N	1/12/2022						
5			1/5/2022				1/12/2022	UNSPECIFIED			N	1/12/2022						
6			4/17/2021	2/1/2022			4/15/2020	UNSPECIFIED	7/28/2021	MODERNA	Y					3/1/2022	JANSSEN	
7			3/2/2022				4/15/2020	UNSPECIFIED	7/28/2021	MODERNA	Y					3/1/2022	JANSSEN	
8			3/21/2022				4/15/2020	UNSPECIFIED	7/28/2021	MODERNA	Y					3/1/2022	JANSSEN	

If you want to import a .CSV file:

- First, you will click 'Upload CSV'
- Second, you will click 'Browse' to locate the saved file.
- Third, once the selected file is visible in the Browse box, you will then click the 'Upload CSV' button

The screenshot shows the 'Event-Level COVID-19 Vaccination Form - Residents' interface. The 'Upload CSV...' button is highlighted with a yellow box and a circled '1'. A modal window titled 'Upload CSV file' is open, showing a 'Browse...' button highlighted with a yellow box and a circled '2'. The 'Upload CSV' button in the modal is highlighted with a yellow box and a circled '3'.

	Resident Identifier *	Resident Adm Date *
+	1234	01/05/2022
+	2345	04/17/2021
+	2345	03/21/2022
+	3456	03/02/2022
+	4567	01/07/2022
+	5678	01/07/2022
+	6789	01/05/2022

Key Differences: Excel Data Tracking Worksheet vs NHSN Event-Level Vaccination Forms



Features unique to the NHSN Event-Level Vaccination Forms

- At least one status must be entered for each individual.
- New question: reason for declination. This allows you to record religious exemptions.
- An individual can have more than one vaccination status entered because their status can change over time.
 - All information should be recorded over time and should **not** be deleted if an individuals' vaccination status changes.
- If individual leaves facility for >2 weeks and later returns, use the + button to duplicate their original row.
 - Enter an end date on the original row (last day before leave) and a new start date on the new row (first day returning after leave).



At least one status must be entered for each individual

- In the **Excel Data Tracking Worksheet**, an individual without a status entered is categorized in **unknown** category on the **Excel** reporting summary
- In the **NHSN Event-Level COVID-19 Vaccination Form**: If an individual is uploaded without any status, you will have to categorize them with an 'Unknown' vaccination status date before you can save and submit to the reporting summary

The screenshot displays a portion of the NHSN Event-Level COVID-19 Vaccination Form. It features a table with columns for 'Vaccination reason', 'Unknown COVID-19 vaccination status Date **', and 'Additional doses'. The 'Unknown COVID-19 vaccination status Date **' column contains a date picker set to 'Mar 2022'. A calendar pop-up is visible, showing the month of March 2022. The date '24' is highlighted in yellow, indicating the selected date for the vaccination status.

Vaccination reason	Unknown COVID-19 vaccination status Date **	Additional doses
<input type="text" value="v"/>	<input type="text" value="x"/>	<input type="text" value="x"/>
		09/28
		03/01

Calendar: Mar 2022

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



Declined Vaccination & Reason

- In the **NHSN Event-Level COVID-19 Vaccination Form**, if an individual declines COVID-19 vaccination, you will enter the date they declined and the reason for declination. The options for reason for declination include:
 - Received official religious exemption
 - Other
 - Unknown

Declination date **	Declination reason	Unknown COVID-19 vaccination status Date **	Additional dose
03/01/2022			
	Received official religious exemption Other Unknown		



Example Scenarios



What if a someone leaves the facility and then later returns?

- If someone leaves the facility and returns in 2 weeks or less
 - This is not considered extended leave
 - Their information can continue to be maintained on the original row
- If someone goes on leave (or is discharged) for longer than 2 weeks
 - They should have an end date entered on the day they begin leave (or the day of discharge).
 - Their row should be duplicated (using the + button), and their start date on the new row is the day they return to work (or are re-admitted)



What if a resident is discharged and then later re-admitted?

- Find the resident in the table
- Click the + button to duplicate the row
- In the new row, delete the admission and discharge date, and add the new admission date
- Ensure the vaccination information is up to date and click save row.

Resident identifier *	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name *	Dose 1 vaccination date **	Dose
2345	03/25/2022		Man	Test	04/15/2020	Uns

Save Row Cancel

Required fields marked with * Conditionally required fields marked with **

Resident identifier *	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name *	Dose 1 vaccination date **	Dose
+ 1234	01/05/2022		Patient	One	01/12/2022	Test
+ 2345	04/17/2021	02/01/2022	Man	Test	04/15/2020	
+ 3456	03/02/2022		Mouse	Jefferson	04/15/2020	
+ Duplicate Row	01/07/2022		Showers	April	01/12/2022	
+ 5678	01/07/2022		Flowers	May	01/12/2022	
+ 6789	01/05/2022		Sparkler	July	01/12/2022	

What if I need to update a record I previously saved?

- Previously saved records can be updated in the NHSN application
- Click the cell that needs to be updated and enter the changes directly into the grid of the record.
- Be sure to click out of the cell(s) modified and then click “view reporting summary and submit” to share the new information for all week’s impacted by a change!

Event-Level COVID-19 Vaccination Form - Residents

Required fields marked with * Conditionally required fields marked with **

Delete	Resident Identifier *	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name *	Dose 1 vaccination date **	Dose 1 vaccine manufacturer name **	Dose 2 vaccination date **	Dose 2 vaccine manufacturer name **	Is vac
<input type="checkbox"/>	QRX	02/01/2022	Folder		Second	06/08/2021	Pfizer-BioNTech COVID-			No

What if someone's vaccination status changes over time?

Event-Level COVID-19 Vaccination Form - Residents

[Add Row...](#)
[View Reporting Summary & Submit...](#)
[Upload CSV...](#)
[Export CSV...](#)
[Export SQL...](#)

Required fields marked with * Conditionally required fields marked with **

Delete	Resident identifier *	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name *
<input type="checkbox"/> +	TEST6	02/21/2022	TEST	CASE6	

Note: GREEN ROW = modified data that has not yet been submitted.

1

on	Unknown COVID-19 vaccination status Date **	Additional/booster dose date **	Additional manufa
	02/21/2022		

View 1 - 9 of 9

What if someone's vaccination status changes over time? (cont.)

Event-Level COVID-19 Vaccination Form - Residents

Required fields marked with * Conditionally required fields marked with **

Delete	Resident identifier *	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name *	Do
<input type="checkbox"/>	TEST5	01/05/2022	01/11/2022	TEST1	TEST2	01
<input type="checkbox"/>	TEST6	02/21/2022		TEST	CASE6	

Note: GREEN ROW = modified data that has not yet been submitted.

2

1

Declination date **	Declination reason	Unknown COVID-19 vaccination status Date **	Additional/booster dose date **	A
02/25/2022	Other	02/21/2022		

View 1 - 9 of 9

What if someone's vaccination status changes over time? (cont.)

Event-Level COVID-19 Vaccination Form - Residents

Required fields marked with * Conditionally required fields marked with **

Delete	Resident identifier *	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name *	Dose 1 vaccination date **	Dose 1 vaccine manufacturer name **	Dose 2 vaccination date **	Dose 2 vaccine manufacturer name **	Declination date **	Declination reason	Unknown COVID-19 vaccination status Date **
<input type="checkbox"/>	TEST6	02/21/2022	TEST	CASE6		03/22/2022	Janssen COVID-19 vaccli			02/25/2022	Other	02/21/2022

Note: GREEN ROW = modified data that has not yet been submitted.

Diagram annotations: A red box labeled '3' highlights the 'Dose 1 vaccination date' and 'Dose 1 vaccine manufacturer name' columns. A red box labeled '2' highlights the 'Declination date' and 'Declination reason' columns. A red box labeled '1' highlights the 'Unknown COVID-19 vaccination status Date' column.

What if someone has a medical contraindication after 1 dose of a 2-dose primary series?

- An individual received the first dose of an initial COVID-19 vaccine but had a severe allergic reaction to this. As a result, the individual did not receive the second vaccine dose. This individual will be counted as medical contraindication in the reporting summary.
- In the Event-Level Form, you can now enter the information on an individuals' contraindication and single dose vaccine.

Required fields marked with *		Conditionally required fields	
Resident identifier *	Resident Admit Date *	Dose 1 vaccination date **	Medical contraindication date **
+ ABCD	04/17/2021	02/10/2022	02/11/2022

Dose 1 vaccine manufacturer	Is vaccination series complete?
Moderna COVID	No



What if someone has a medical contraindication after 1 dose of a 2-dose primary series? (cont.)

View Reporting Summary & Submit...

COVID-19 Vaccination Cumulative Summary for Long-Term Care Facility Residents	
TRACKING WORKSHEET	
Facility ID:	0074
Week of data collection 1st day (Monday):	03/28/2022 (reviewed using the Tracking Worksheet)
Week of data collection last day (Sunday):	04/03/2022
Cumulative Vaccination Coverage	
	* All Patients (Total)
1. *Number of residents staying in this facility for at least 1 day during the week of data collection	1
2. *Cumulative number of residents in Question #1 who have received COVID-19 vaccine(s) at this facility or elsewhere:	
2.1. Only dose 1 of Pfizer-BioNTech COVID-19 vaccine	0
2.2. Dose 1 and dose 2 of Pfizer-BioNTech COVID-19 vaccine	0
2.3. Only dose 1 of Moderna COVID-19 vaccine	0
2.4. Dose 1 and dose 2 of Moderna COVID-19 vaccine	0
2.5 One dose of Janssen COVID-19 vaccine	0
2.99 Complete COVID-19 vaccination series: Unspecified Manufacturer	0
* Any completed primary COVID-19 vaccine series	0
3. Cumulative number of residents in Question #1 with other conditions:	
3.1 *Medical contraindication or exclusion to COVID-19 vaccine	1
3.2. *Offered but declined COVID-19 vaccine	0
3.3.*Unknown COVID-19 vaccination status	0
4. *Cumulative number of residents in Question #2 who have received an additional dose or booster of COVID-19 vaccine at this facility or elsewhere since 07/19/2021	



What if someone completes their primary series after reporting a medical contraindication?

- If this individual were to later receive their second dose of a 2-dose primary series, even after reporting a severe allergic reaction you would need to delete the contraindication date in order to save the dose 2 information. Failure to do so will result in an error:

Orgid	ID	Record Date	Field	Skippable	Message
30074	ABCD	04/17/2021	meddate	true	If Medical contraindication date is entered, then Additional Dose Date and Dose 1 date (full) or Dose 2 date (partial) must be blank.

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View 1 - 1 of 1

Commonly Asked Questions



Question 1

- Can we still use the current **Excel Data Tracking Worksheet**?
 - The worksheet will not be maintained or updated after May 2022
 - We encourage users to switch over to using the new **event-level vaccination forms in the NHSN application**.
 - You should upload the **Excel** worksheet once, and then switch over to only using the version in **NHSN**
 - If you upload the **Excel** worksheet for more than one week, the data in the reporting summary may not be accurate due to differences in how the forms are set up



Question 2

- Can I start entering data into the Event-Level COVID-19 Vaccination Form?
 - Yes. The Event-Level COVID-19 Vaccination Form is available now for long-term care facilities
 - There is one version for residents and one version for healthcare workers.



Question 3

- If I enter incorrect data by mistake and click save, can the row be deleted?
 - No. Once data are entered and saved, the row cannot be deleted.
 - Data on the Event-Level COVID-19 Vaccination Form can be updated after the row is saved:

Event-Level COVID-19 Vaccination Form - Residents

[Add Row...](#)
[View Reporting Summary & Submit...](#)
[Upload CSV...](#)
[Export CSV...](#)
[Export SQL...](#)

Required fields marked with * Conditionally required fields marked with **

	Resident identifier *	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name *	Dose 1 vaccination date **
+	1234	01/05/2022		Patient	One	01/12/2022
+	2345	04/17/2021	02/01/2022	Man	Iron	04/15/2020
+	3456	03/02/2022		Mouse	Jefferson	04/15/2020
+	4567	01/07/2022		Showers	April	01/12/2022
+	5678	01/07/2022		Flowers	May	01/12/2022
+	6789	01/05/2022		<input type="text"/>	July	01/12/2022

Question 4

- How do I submit LTC healthcare personnel (HCP) data to the Event-Level COVID-19 Vaccination form?
 - Data are reported using the Event-Level COVID-19 Vaccination Form-HCW
 - The steps are the same as those we walked through on today's webinar

The screenshot shows the NHSN - National Healthcare Safety Network interface. On the left is a navigation menu with the following items: NHSN Home, Alerts, Dashboard, Reporting Plan, Resident, Event, Summary Data, COVID-19, Vaccination Summary, Import/Export, Surveys, Analysis, Users, and Facility. The 'COVID-19' item is expanded, showing a sub-menu with: Dashboard, Pathway Data Reporting, POC Test Result Reporting, COVID-19 Vaccination - HCW, COVID-19 Vaccination - Residents, Event-Level COVID-19 Vaccination Form - HCW (highlighted with a red box and a mouse cursor), and Event-Level COVID-19 Vaccination Form - Residents. The main content area on the right is titled 'Event-Level COVID-19 Vaccination Form' and includes buttons for 'Add Row...' and 'View Reporting Summary & Data'. Below these buttons, there are labels for 'Required fields marked with *' and 'Conditionally required fields marked with *'. Two specific fields are listed: 'Unique HCP Identifier (DOB, License #, etc.) *' and 'HCP Start of Employment Date *'.

Question 5

- What if I need further instructions on how to upload the Excel Data Tracking Worksheet in NHSN?
 - Access the Quick Reference Guide available on the CDC NHSN site: [Weekly HCP & Resident COVID-19 Vaccination | LTCF | NHSN | CDC](#)
 - If you need further assistance, please email user support NHSN@cdc.gov with a subject line “COVID-19 Event-Level Vaccination Form”



Resources



Event-Level Resources

- **Event-Level COVID-19 Vaccination form training slides:**

<https://www.cdc.gov/nhsn/pdfs/ltc/covidvax/c19-eventlevel-508.pdf>

- **Event-Level COVID-19 Vaccination form CSV file layout**

<https://www.cdc.gov/nhsn/pdfs/ltc/covidvax/c19-event-layout-508.pdf>

- **A how to guide:**

<https://www.cdc.gov/nhsn/pdfs/ltc/covidvax/event-arg-508.pdf>



Event-Level COVID-19 Vaccination Forms: A Step-by-step Guide

Table of Contents

Facilities will continue to submit cumulative weekly COVID-19 Vaccination data to the [Weekly COVID-19 Vaccination Modules](#). Data can be reported to these modules in three ways:

1. Directly into the data entry screens of the COVID-19 Vaccination Modules
2. through .CSV upload into the Weekly COVID-19 Vaccination Modules
3. As of March 28, 2022, facilities also have the option to use these event-level COVID-19 vaccination forms and select the “view reporting summary and submit” to submit these data to the Weekly Modules. The event-level forms are replacing the optional excel data tracking worksheets previously offered to facilities to assist with reporting to the Weekly COVID-19 Vaccination Modules.

This guide provides additional information on the third option listed above. The optional Event-Level COVID-19 Vaccination Form was developed to assist facilities with entering, logging, and tracking COVID-19 vaccine person-level data directly in NHSN. These data include counts of residents and HCP, or staff, who received any COVID-19 vaccine.

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Key Points

- The Event-Level COVID-19 Vaccination Forms are **OPTIONAL** tools that can be used to report data to the main weekly HCP and Resident vaccination modules
 - These are new and improved versions of the Excel Data Tracking Worksheets that are currently posted on the NHSN website
 - Therefore, the Excel Data Tracking Worksheets will be retired in May 2022
 - The optional Event Level COVID-19 Vaccination Forms are available in the NHSN application (will discuss in this presentation)
 - SAMS Level 3 access required (to request please contact NHSN@cdc.gov and place in the subject line: SAMS Level 3 Access)
 - Not a new requirement
 - Data are entered line by line in the optional Event Level COVID-19 Vaccination Forms similar to the Excel Data Tracking Worksheet
 - You must select the “View Reporting Summary & Submit” button



Questions or Need Help?

E-mail user support at: nhsn@cdc.gov

Please write '*Event-Level COVID-19 Vaccination Form*' in the subject line of the e-mail along with your facility type

For more information, contact CDC
1-800-CDC-INFO (232-4636)
TTY: 1-888-232-6348 www.cdc.gov

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.

